



Market Conduct Annual Statement  
**CSV Creator Instruction Guide**

**2023 Data Year Filings**

National Association of Insurance Commissioners  
2023



## CSV Creator Instruction Guide

states on this spreadsheet. However, in this spreadsheet, each question has 5 different coverage types under it. For instance, cell B5 is the "Number of claims open at the beginning of the period" for the coverage type dwelling in Alaska. Fill out the remainder of this spreadsheet in the same manner. If you are filling out the cells and, after pressing return/enter, you find the cell now displays #### you may adjust the column width. (Place your cursor on the line at the top between the columns after the column you wish to adjust. When it turns to a black vertical line with arrows pointing left and right, you can click and hold on the line. Pull the mouse left or right to adjust the column width.)

The HO UW Activity (HOUNDACT) spreadsheet will be filled out similar to the Interrogatories spreadsheet. You will only have numeric entry here. Fill it out for each state (filtered if you wish) and adjust column widths as needed.

The final two spreadsheets are identical with the exception of how they are sorted. They format the data for upload via CSV. These spreadsheet tabs are colored green. The first green spreadsheet "Final CSV File (sort by record)" sorts by record type. So, all of question one is together for every state, all of question 2 is together for every state, etc. The second green spreadsheet "Final CSV File (sort by state)" groups all of the states together. You will see question 1, 2, 3, etc for Alaska listed first, then Alabama and so forth.

Next, go to the sheet that contains the CSV records in a way in which you would like them sorted. Select the drop down arrow in column B and filter (described earlier) to only states that you are reporting data in.

Finally, to copy your data for submission, from the sheet that contains the CSV records that you filtered:

1. Highlight the rows in column A where you have data
2. Copy these cells.
3. Open Notepad.
4. Paste the data into notepad.
5. Delete the top row that says "Copy These Cells - Delete this Line in Notepad"
6. In notepad, choose File -> Save As...
7. Name your file as you choose but end it with ".csv" (without the quotations and remove the ".txt" that notepad automatically adds).

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The .csv file you created in Notepad and named with a .csv extension is what you are going to use to upload into the MCAS Data Upload tool. You can find further upload instructions in the CSV Upload Guide.